

1 March 1982

MEMORANDUM FOR:



STAT

FROM : Gen. Atkeson

SUBJECT : Office Projects Responsibilities

1. I need to get a better understanding of the analytic capabilities we have among ourselves, our areas of interest and the proper division of labor we should be looking for. To this end, I would appreciate your providing me with:

a. A brief sketch of where you think your talents lie in our area of responsibility;

b. A summary of the issues you have been concerned with here on the NIC Staff;

c. The National or NIC products for which you have responsibility, together with any thoughts you might have on where we should be headed upon completion of those products;

d. Any other comments you may wish to make about our 1982 work program or how we go about our business.

2. There will be an NIO retreat on 16 and 17 March. While I know little about it so far, I ask you to keep it in mind and to let me know if issues arise which you believe I should raise during the discussions.

A handwritten signature in black ink, appearing to be 'E. Atkeson'.

MG Edward B. Atkeson, USA
NIO/GPF